

A photograph of several vintage pinball machines in a museum setting. The machines are arranged in rows, and the focus is on the two in the foreground. The machine on the left is blue and white, while the one on the right is red and white. The background is blurred, showing other machines and people. The text is overlaid on the image in a white, serif font.

TEAMS SPIRIT: MAKING THE MOST OF THE COMMUNICATION TOOL

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ABOUT THE PRESENTERS - ON TEAMS SINCE 2020

Renee Kiner

- Public Services Librarian at UPG
- Thinks Teams is useful, but flawed
- Favorite emoji: 🙄

Kelly Safin

- Reference/Public Services Librarian at UPG
- Thinks Teams is useful if all are on board
- Favorite emoji: 😐



HOW DO YOU USE TEAMS?

WHAT WE'LL COVER

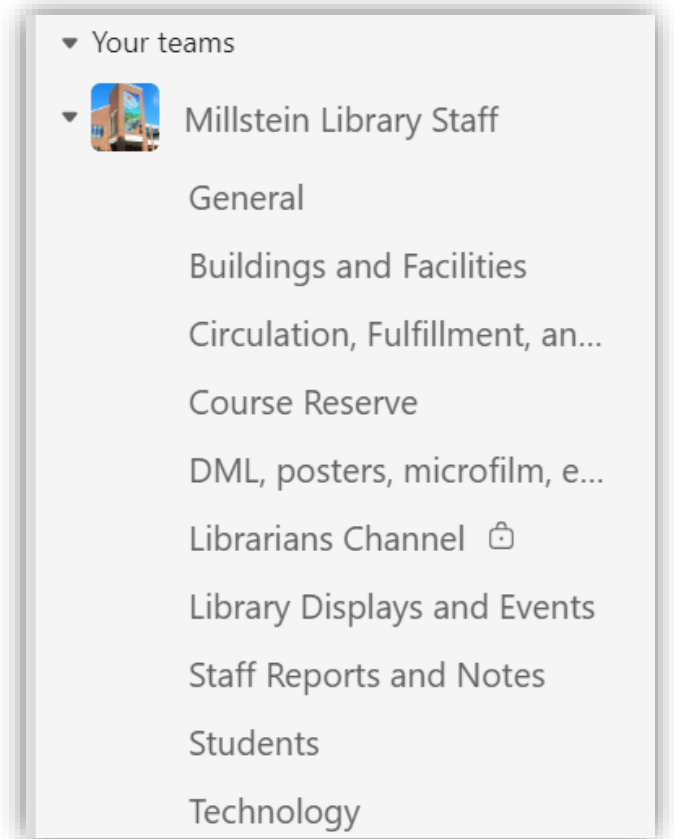
- Why Use Teams
- How and Why Our Library Uses Teams
- Teams Etiquette
- Searching
- Tips & Tricks

WHY USE MICROSOFT TEAMS?

- Becoming part of many institutions' supported platforms
- Integrates with other apps to serve as a one-stop shop for internal communications
- Reduces email clutter
- Facilitates synchronous (chats, meetings) and asynchronous (channel threads) communication

HOW AND WHY OUR LIBRARY USES TEAMS

- Organization
 - Separate channels for building/facilities issues, display plans, etc.
- Fewer emails! Can react instead of writing a response
 - Practice at our library: React to indicate you've read a post
- Group chats for quick communication
 - Student assistants can easily reach everyone from desk computers
- Visible information
- Private channels for subgroups
- Staff meetings - running agenda and notes in a Word document



TEAMS ETIQUETTE

 If teaching or presenting, change status to "do not disturb"

 Keep Teams open and monitor it if you are working

 Check your notification settings

 Tag groups when it's important or if the channel is not updated often

 Create/change channel names to accurately reflect information within

 Use a subject line on a new post for easy reference later

MEETING ETIQUETTE



Mute microphone upon arrival



In large meetings, announce protocol for discussion, such as using the raised hand to speak



Wear a headset or earbuds if others are around you



Turn off your camera if you are leaving your computer for a moment

TIPS & TRICKS

- Searching
 - Can search all Teams
 - Wildcard* and "quotation marks" function accordingly
 - Can search within a channel or chat using control-F on a PC
- Posting
 - Edit with format scrubber, links, tables, quotes
 - Click on someone else's reaction to make that your reaction as well
 - Pin frequent chats to the top of the chat list
 - Share information to multiple channels at once across Teams

Safin, Kelly 4/25 10:01 AM

2024 EBSS Virtual Research Forum

The EBSS Virtual Research Forum will be held with the ACRL community in a live virtual format. This year's Forum will be held via Zoom.

[Registration link](#)

The Research Forum will be recorded.

Featured Presentations

Individual Research Consultations and Social Work Students: Understanding Feeling
[see more](#)

Posted in

- Regional Librarians
- Interesting programs, webinars ...
- Research & Learning
- Professional Development, Rea...

Welcome! You are invited to join a webinar...

After attending this Research Forum, attendees will be aware of new directions in education and behavioral...

ala-events.zoom.us

MORE TIPS & TRICKS

Tabs at the top

Add Notebook

To-Do checklists

"Bump" a post

Send an email to
a channel

Send a Teams post
through email

Add Zoom

TEAMS ISN'T PERFECT...

- Deleting a chat just removes you from it. Assume everything exists forever online.
- Activity monitoring
- Many apps have similar uses, which can be confusing
- Needy notification settings
- Can't easily move a channel to another team
- Private channels don't have functionality for in-channel meetings or a shared calendar
- Requires memory/CPU and stable internet; may crash anyway

HELPFUL LINKS

- [Search for messages and more in Microsoft Teams](#)
- [How to search in Teams for a past, specific date range](#)
- [Keyboard shortcuts for Microsoft Teams](#)

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Slides: bit.ly/wpwvteams

